

VMR-VRO GUIDELINES BANK ACCOUNT (ACH) NEW

Checklist Reference – Bank Account (ACH) New

What authorizes an ACH setup?

The initial authorization for direct deposit must be in writing from the vendor. The following forms are used by the Vendor Registry to authorize ACH:

- ACH AUTHORIZATION FORM SFN 51620,
- Business Registry form SFN 53656,
- Individual (Non-Business) form SFN 54309,
- Political Subdivision form SFN 54311,
- Approved Bidder form,
- Payee Notification of Change form SFN 53654, or
- Similar forms used and approved by the institutions of higher education.

Should ACH be added to all of the locations?

No, only add ACH to the location that is attached to the address your business unit is using. If a business unit-specific location has been created for your institution, go ahead and add the ACH to that unique location.

When updating or correcting bank account information, first correct only the location(s) specified by the vendor or those locations that your institution uses. If there are multiple locations, please forward this notification of change to the Vendor Registry Office in Bismarck. The VRO will correct the other locations that may be affected by this change.

What is considered an acceptable authorization to make a change to an ACH account?

- Notice from the Bank of North Dakota with appropriate paperwork forwarded to the Vendor Registry Office, or;
- A new ACH Authorization Form SFN 51620 for state agencies or the appropriate form assigned by each institution of higher education as an ACH authorization.

When adding an ACH location is it necessary to create a duplicate address?

No, addresses can be attached to numerous locations.

Should ACH information be attached to the default location?

Yes, if the default location is the only location. No, if there are multiple locations. But do not change the description of the location or address. If a business unit-specific location is required, create a new location and attach it to the same address.

Why is it necessary to document changes to the vendor record?

Documenting additions, changes, updates, etc to the vendor's record provides insight into why something was changed, who changed, and when the change was made.

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Where do I document this information?

The documentation should be entered in the 'Comments' field. To determine which location to record your actions, please see the guideline "When to Use/Enter Comments."

General Information about ACH:

1. Bank Routing Numbers: Routing numbers, also known as ABA numbers, are always 9 digits – no more, no less. Currently, the only 9-digit routing numbers accepted through the federal reserve system for ACH begin with the first three numbers 011 through 325 (i.e., 011000015 through 325280039).
2. Larger banks such as Wells Fargo and US Bank sometimes use *branch* numbers on their deposit slips rather than actual routing numbers. If a vendor states that their routing number begins with a "5" or any number other than 0, 1, 2, or 3, this number will not process a direct deposit payment.
 - a. For Wells Fargo banks within ND, please use the routing number of **091300010**.
 - b. For US Bank branches within ND, please use **091300023** for the ABA number.

Exceptions: None

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.